



Urban  
Redevelopment  
Authority  
of Pittsburgh

# LOAN APPLICATION

## Form #6 - Requirements, Certifications and Disclosures

Borrower Name:

### I. Program Requirements

The following requirements may apply to your loan with the URA:

1) Benefiting Low- and Moderate-Income Persons

The project must benefit low- and moderate-income persons by either:

- a) Creating or retaining jobs; at least 51 percent of all full-time equivalent jobs must be made available to or filled by low- and moderate-income persons, or
- b) Providing an essential service in a district whose clientele is substantially comprised of low- and moderate-income persons.

In either case you must specify your employment objectives in your application, and provide a list, by job title, of all permanent jobs to be created, indicating:

- c) Full-time equivalent jobs claimed to be available to low- and moderate-income persons, and
- d) Jobs requiring special skills or education.

You also will be required to submit a report on your employees semi-annually.

For jobs to be considered available to low- and moderate-income persons, the following criteria must be met:

- e) Special skills that can only be acquired with substantial training, work experience, or education beyond high school are not a prerequisite for such jobs, or the business agrees to hire unqualified persons and provide them with the necessary training, and
- f) First consideration for filling jobs is given to low- and moderate-income persons. Note: You fulfill this requirement by using the City job-referral programs described below.

2) First Source

The City's CareerLink serves Pittsburgh employers by referring candidates for positions based on qualifications established by the employer.

- a) You will be required to fill all new entry-level, non-supervisory, jobs by first considering for employment, and interviewing, candidates referred by CareerLink; or, alternatively, applicants secured through independent means that satisfy the criteria of the Workforce Investment Act

(WIA). WIA eligibility may only be determined by CareerLink. For projects over \$250,000, you will be required to hire at least 51 percent of new entry-level, non-supervisory employees from the CareerLink referrals.

- b) We will send CareerLink a copy of URA Form #3 from this loan application, specifying the jobs to be created by your project. When you are ready to begin the hiring process, you must submit to CareerLink, at least 30 days prior to anticipated hiring dates, a Notice of Intent to Hire Form. A copy of the form will be enclosed with your commitment letter. Also, a representative from CareerLink will be contacting you about this requirement.
- c) You will be required to supply the City with information about job openings for entry-level, non-supervisory positions, and to consider the City's referrals as your first source for filling them.
- d) For real estate projects, you must require your tenants at your project to meet the conditions regarding new jobs as specified in 2(a, b, c). Borrower shall cause this provision to be inserted in its lease(s) with Tenant(s). Failure by Borrower or Tenant to create the jobs and to comply with the City-referral provisions shall not relieve Borrower of its obligations under the Loan Agreement. The final selection of employees, however, will be yours.

3) Minority- and Women-Owned Business Enterprise Participation

For projects over \$250,000 or those which involve the purchase of City or URA property, you must include a plan to involve minority and woman business enterprises in a percentage of the net project costs, such as pre-construction costs, design, construction, procurement and post-construction. The City has set goals of 10% for women-owned businesses and 25% for minority-owned businesses.

If you fail to comply with the foregoing program requirements as described in sections 1, 2 and 3, where applicable, you will be liable for liquidated damages equal to the subsidy you will receive from the Business Development Center. In addition, the loan may be declared in default.

4) Limiting Environmental Impact

You must mitigate any adverse effects your project may have on the natural or built environment where your project:

- a) is in a floodplain;
- b) involves an historic landmark or is in an historic district;
- c) is a potential noise generator or air polluter.

5) Prevailing Wage

Construction on your project may be subject to regulations that:

- a) require you to employ contractors and subcontractors that are approved by the Department of Labor;
- b) require your contractors and any subcontractors to pay the applicable federal or state prevailing union wage rates to construction employees on the project;

- c) require your contractors to regularly submit to the URA payroll report forms and other documentation.

6) Pittsburgh Works

If your project involves a construction contract of \$200,000 or more, you may be required to comply with the Pittsburgh Works ordinance (Ordinance No. 18 of 2000) which requires that 35% of all employee work hours on the project be performed by City of Pittsburgh residents. Subcontractors with contracts exceeding \$25,000 are also subject to the ordinance. A copy of the ordinance is available upon request.

7) Fees

The following fees may apply to your project:

- a) Application Fee – \$350.00 (unless otherwise indicated in program guidelines) payable upon submission of this application; non-refundable.
- b) Due Diligence Fee – 3% (unless otherwise indicated in program guidelines) of the loan amount; this fee may be financed as part of the loan.
- c) Annual Servicing Fee – One-half of one percent (.5%) of the unpaid principal balance of the URA loan, due at loan closing and on every anniversary of the loan closing date for the term of the loan.
- d) Filing Fee(s) to record debt instruments as necessary (i.e. Mortgage, UCCs, Assignment of Leases and Rents)
- e) Construction Inspection Fee – One-half of one percent (.5%) of the construction contract, if URA funds the construction.

**All applicable requirements will be contained in your commitment letter.**

## II. Certifications and Disclosures

I / We certify:

- 1) That all information in this application and the Exhibits is true and complete to the best of my/our knowledge and is submitted to URA, for the purpose of obtaining credit and in order to induce the URA to grant a loan, or to participate with a lending institution in a loan to our/my company.
- 2) That I/we will not discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation or national origin.
- 3) That I/we do not have a business relationship (as stockholder, partner, member, agent, representative or employee) or family relationship with any person who is or who was, within one (1) year prior to the date of this application, an employee of the URA.

All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh are requested to disclose if they are employees or related to employees of the URA or the City of Pittsburgh.

If you are an employee or related to a City or URA employee, a formal Conflict of Interest waiver must be presented to the URA's Board of Directors. If the source of funding for your URA financing is the U.S. Department of Housing and Urban Development (HUD), then you must also submit a formal Conflict of Interest waiver to City Planning and to HUD for approval.

PLEASE CHECK AND COMPLETE APPROPRIATE BOX

<input type="checkbox"/>	That I am an employee of the: _____ City of Pittsburgh _____ Department _____ URA of Pittsburgh
<input type="checkbox"/>	That I am related to (Employee's name) _____, an employee of the: _____ City of Pittsburgh _____ Department _____ URA of Pittsburgh
	My relationship to the employee: _____ Spouse, _____ Father, _____ Mother, _____ Daughter, _____ Son, _____ Other _____ (Specify relationship)
<input type="checkbox"/>	That I am not related to an employee of the City or URA of Pittsburgh, nor am I an employee of the City or URA of Pittsburgh.

4) That I have not offered and shall not offer anything of value including a promise of future employment or contract to any person currently employed by the URA.

5) That I/we or the company with which I/we am/are an officer, director, stockholder or owner is/are not presently indebted to, nor is/are a borrower or guarantor of any outstanding loan ("loan" means, but is not limited to, any sum of money lent, including any cash advance, line of credit or check credit account) made, funded or guaranteed by, any private financial institution, entity or individual or any federal, state or local agency, other than the information provided herein or represented in this application and am not in default. of any of the obligations listed herein .

6) Criminal Disclosure

That no proprietor, partner, director or shareholder of the business has been convicted of a felony within the past five (5) years.

7) Authorizations

That I/we authorize the URA to investigate my/our/the company's loan or credit history and to obtain any information deemed pertinent in reviewing this application and determining whether or not to grant a loan. I/we further authorize disclosure of all financial information submitted in connection with this application to/from the financial institution(s) considering or agreeing to participate in the loan. I/we consent to such disclosure as is deemed necessary in the course of investigation and disclosure to any such financial institution.

8) Effect of Non-Disclosure

That I/we acknowledge that my application may be summarily rejected if any information I have supplied is false or misleading.

9) Waiver of Claims Against the URA and its Consultants

As consideration for any managerial and technical assistance that may be provided, I/we waive any and all claims against URA and/or its consultants, including, but not limited to, any claims against the Loan Review Committee.

10) Assurance of Compliance with Loan Requirements

That I/we give the assurance that I/we/the company will comply with the requirements that apply to this loan application and the \_\_\_\_\_ Program, under which this application is made. A copy of said requirements is attached hereto, made part hereof and incorporated herein as Exhibit "\_\_\_".

11) Citizenship Status

That all owners, directors, shareholders and principals of applicant's business are citizens of the United States of America or have lawful permanent resident status. If not, state the citizenship of the applicable party and basis under which the applicable party is admitted into the United States of America, i.e. type of Visa - \_\_\_\_\_.

(Proof of citizenship status will be required.)

12) Assistance in Preparation of Application

That I/we obtained professional assistance in the preparation of this application. Please complete the following as appropriate:

Name of Attorney:	Phone Number:
Address:	

Name of Accountant:	Phone Number:
Address:	

Name of Loan Advisor:	Phone Number:
Address:	

[THIS SPACE INTENTIONALLY LEFT BLANK]